

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**COMMUNITY DEVELOPMENT DIRECTOR
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and professional work in directing and supervising programs for the City's Community Development Block Grant and HOME grant programs. Employee reports to the Planning and Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for directing, supervising and administering community development programs for the City. Work involves developing and implementing program policies and procedures; preparing and monitoring program budgets; and coordinating community development opportunities, initiatives, and incentives. Supervision is exercised over a professional and clerical staff. The position serves as the City's primary "affordable housing" advisor and liaison for federal and state grants. Extensive independent judgment and initiative must be exercised in developing long- and short-range plans for the City's community development. Tact and courtesy are required in frequent dealings with subordinate employees, associated agencies and the general public. Work is performed with considerable independence with broad objectives established as guidelines. Work is performed under limited supervision of the Planning and Development Director and is evaluated through assessment of the effectiveness and efficiency of community development programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates City functions related to community development; recommends policy for City Council and management.

Implements and administers CDBG and HOME grants for the City; approves check orders and monitors adherence to budgets; trains recipients of grant money.

Develops and maintains program budgets.

Hires, supervises, and directs program staff; organizes and prioritizes projects.

Serves as principal staff to various City commissions and committees; advises councils and various boards regarding community development; attends and conducts a variety of meetings and public hearings; gives oral presentations related to community development.

Delivers presentations regarding community development activities.

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Maintains up-to-date knowledge of community development activities and opportunities in the City; researches regulations and legislation.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods and techniques used in obtaining and administering federal and state grants.

Considerable knowledge of the available resources of the City.

Considerable knowledge of the resources available to assist communities at the City level.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of the principles and practices of supervision.

Considerable knowledge of demographic and geographic features important to the community.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to gather, analyze and interpret a variety of types of data and to make sound recommendations from the information.

Ability to develop effective promotional material for the City.

Ability to communicate effectively in oral and written form.

Ability to give oral presentations before large groups of people.

Ability to establish and maintain effective working relationships with the various governmental officials, community development and housing representatives, and the general public.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in public administration, urban planning, or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

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Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 24
Exempt